

## **Step by Step Guide on How to Apply for the Hospital Inspector Position**

Persons interested in applying for the hospital inspector position should use the following as a step-by-step guide on what forms to submit, how many copies are required and how the information should be packaged and mailed.

### **STEP 1:**

Read through the Request for proposal (RFP) and determine if you are interested in the position and if you meet the minimum qualifications.

### **STEP 2:**

Complete Attachment 2: Application.

Make sure to identify dates of employment and tasks performed. This information is necessary to verify that you meet the minimum qualifications.

### **STEP 3:**

Complete Attachment 3: Qualifying Education and Experience Performance Evaluation Form

Provide details on your education and experience pertaining to the categories identified. These forms are reviewed and scored based on your response. In order to be considered for a position and have the bid portion opened, you must obtain a minimum average score of 85.

### **STEP 4:**

Complete Attachment 4: Bid Cost Proposal

Identify the fee you would charge the Board to complete each hospital inspection. The identified fee must include the cost of a second inspection, if deemed necessary.

Follow-up inspections are required in approximately 10% of inspections. Please refer to Page 8 in the RFP for details on what to consider when determining this cost.

### **STEP 5:**

Complete the following required documentation:

Attachment 5: Disabled Veteran Business Enterprise

Please visit [www.pd.dgs.ca.gov](http://www.pd.dgs.ca.gov) for instructions on how to complete this form in order to comply with this requirement.

Attachment 8: Bidder Certification Sheet

- Complete and sign this form.

Attachment 9: Bidder References

- Identify references that may be contacted on your behalf.

Attachment 17: Payee Data Record (Std. 204)

- Standard document required for contract

Attachment 18: Contractor Certification Clauses

- Complete and sign this form

**STEP 6:**

How to package and mail the documentation:

How to package and mail the required attachments for the RFP	
The following identifies how to package the required attachments. This must be packaged correctly, or the RFP will be out of compliance and not considered. Please review each item carefully before the bid package is mailed.	<b><u>Number of Copies</u></b>
<u>Envelope 1</u> – Labeled “Minimum Qualifications” <i>Include:</i> 1. Signed cover letter 2. Attachment 2 - Bid Application and Resume/Curriculum Vitae	<b>5</b>
<u>Envelope 2</u> – Labeled “Performance Evaluation” <i>Include:</i> 1. Attachment 3 - Qualifying Education and Experience Performance Evaluation Form	<b>5</b>
<u>Envelope 3</u> – Labeled “Bid/Cost Proposal” <i>Include:</i> 1. Attachment 4 - Bid Cost Proposal for an Individual Hospital Inspection	<b>5</b>
<u>Envelope 4</u> – Labeled “Required RFP Paperwork” <i>Include:</i> 1. Attachment 5 – Disabled Veteran Business Enterprise (DVBE) documentation (print out information from website and include) 2. Attachment 8 – Bidder’s Certification Sheet <i>Note: an individual who is authorized to bind the binding firm contractually shall sign Attachment 8, Bidder Certification Sheet. The signature must indicate the title or position that the individual holds in the firm. An unsigned bid may be rejected.</i> 3. Attachment 9 – Bidder’s References 4. Attachment 17 – Payee Data Record 5. Attachment 18 - Contractor Certification Clauses (CCC 304) <i>Note: Page 1 must be signed and submitted prior to the award of the agreement.</i>	<b>1</b>  <b>2</b> (original Signature)   <b>1</b> <b>1</b> <b>1</b>
<u>Envelope 5</u> – Labeled “Hospital Inspection Program Proposal” <i>Include:</i> 1. Enclose the above 4 envelopes.	

**STEP 7:**

Mail the above information to:  
**(must be received by 3:00 p.m.  
 on June 26, 2006)**

Department of Consumer Affairs  
 1625 North Market Blvd., Suite S103  
 Sacramento, CA 95848  
 Attn: Contracts Unit/Brian Dawley